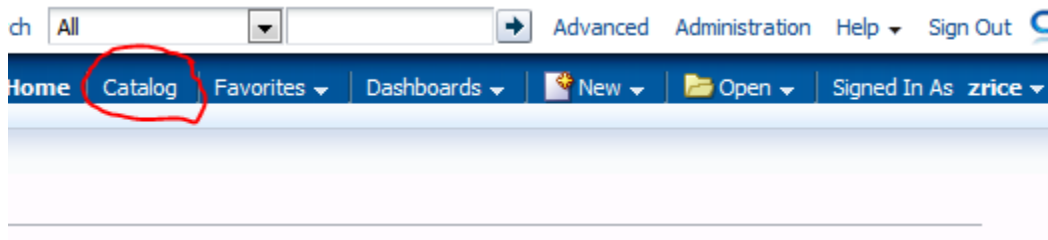
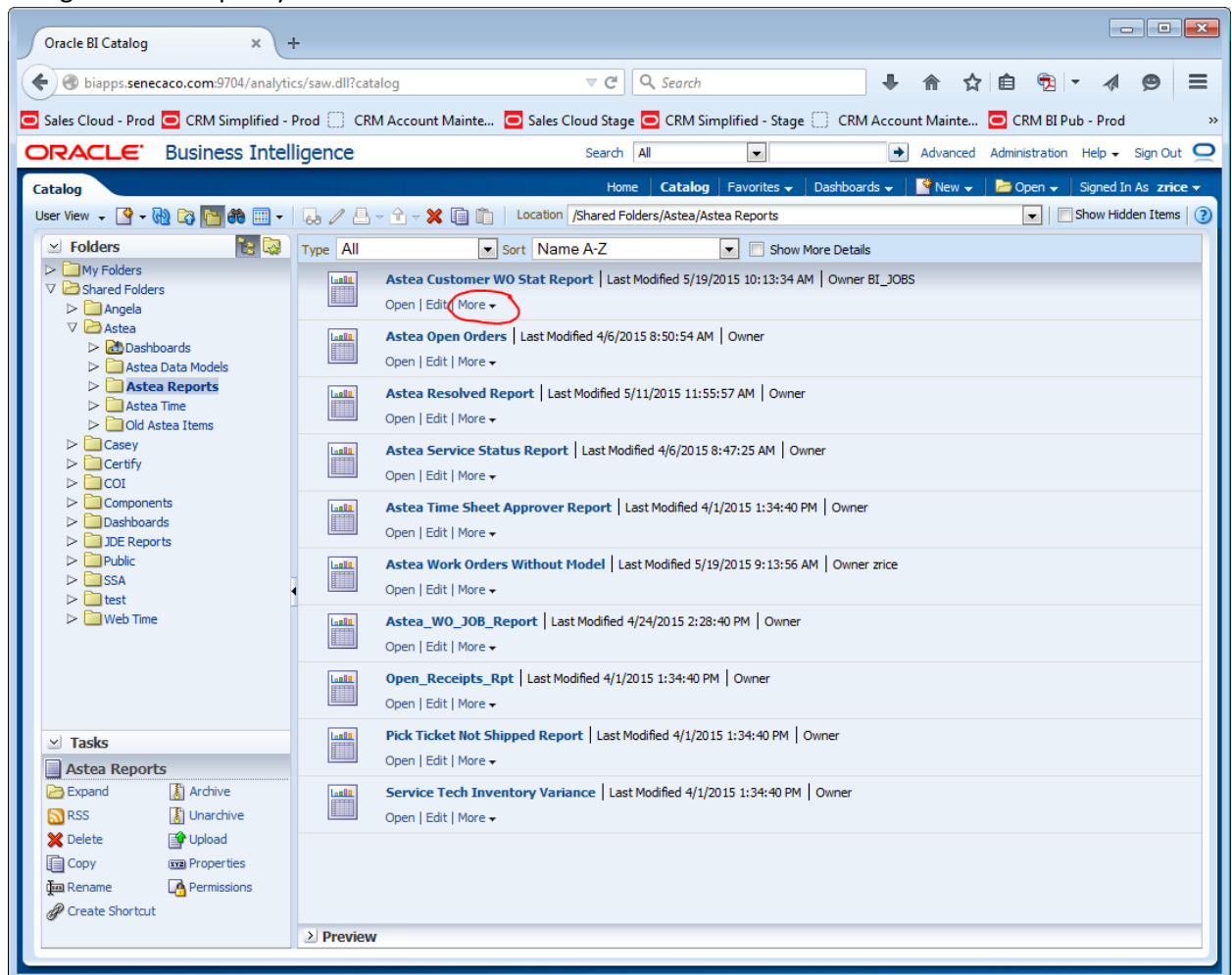


How to schedule a Job in BI Publisher:

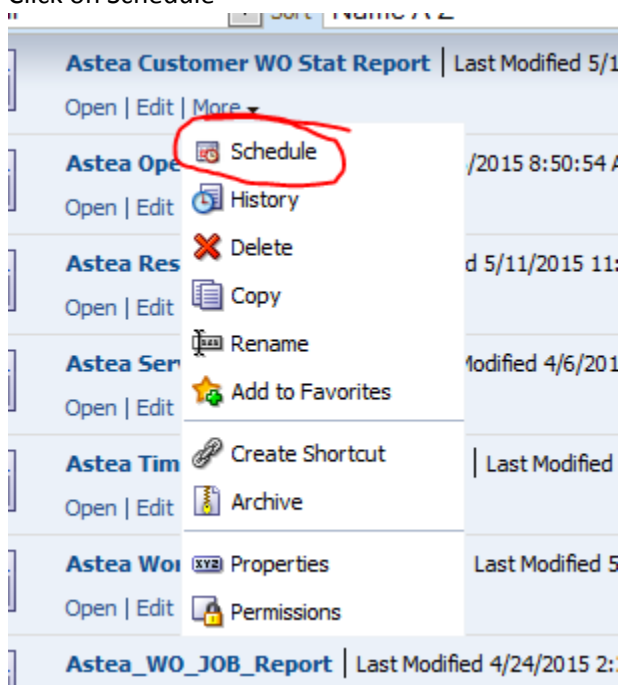
- 1) Log in to BI Publisher then select Catalog



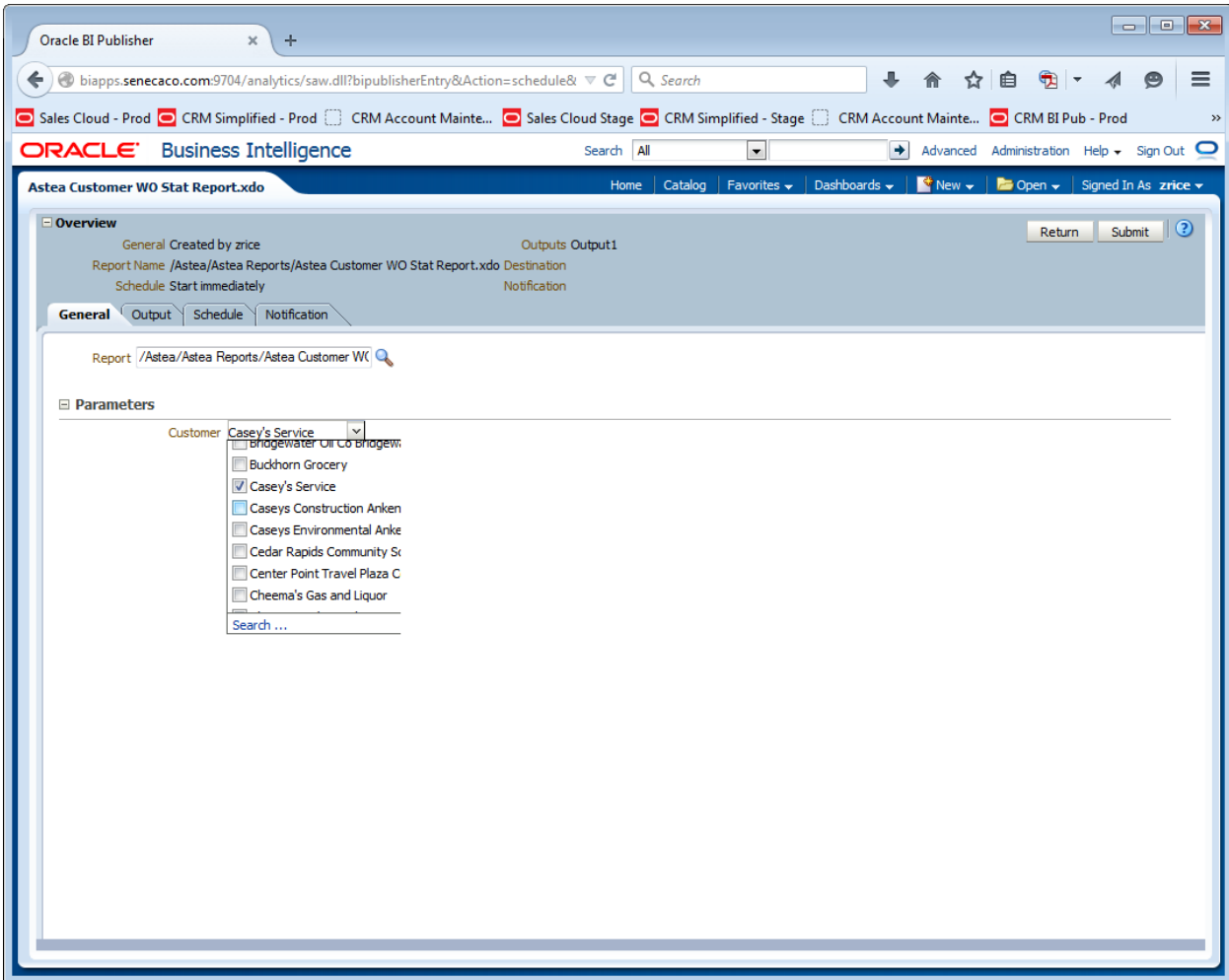
- 2) Navigate to the report you want to create a schedule for and select More



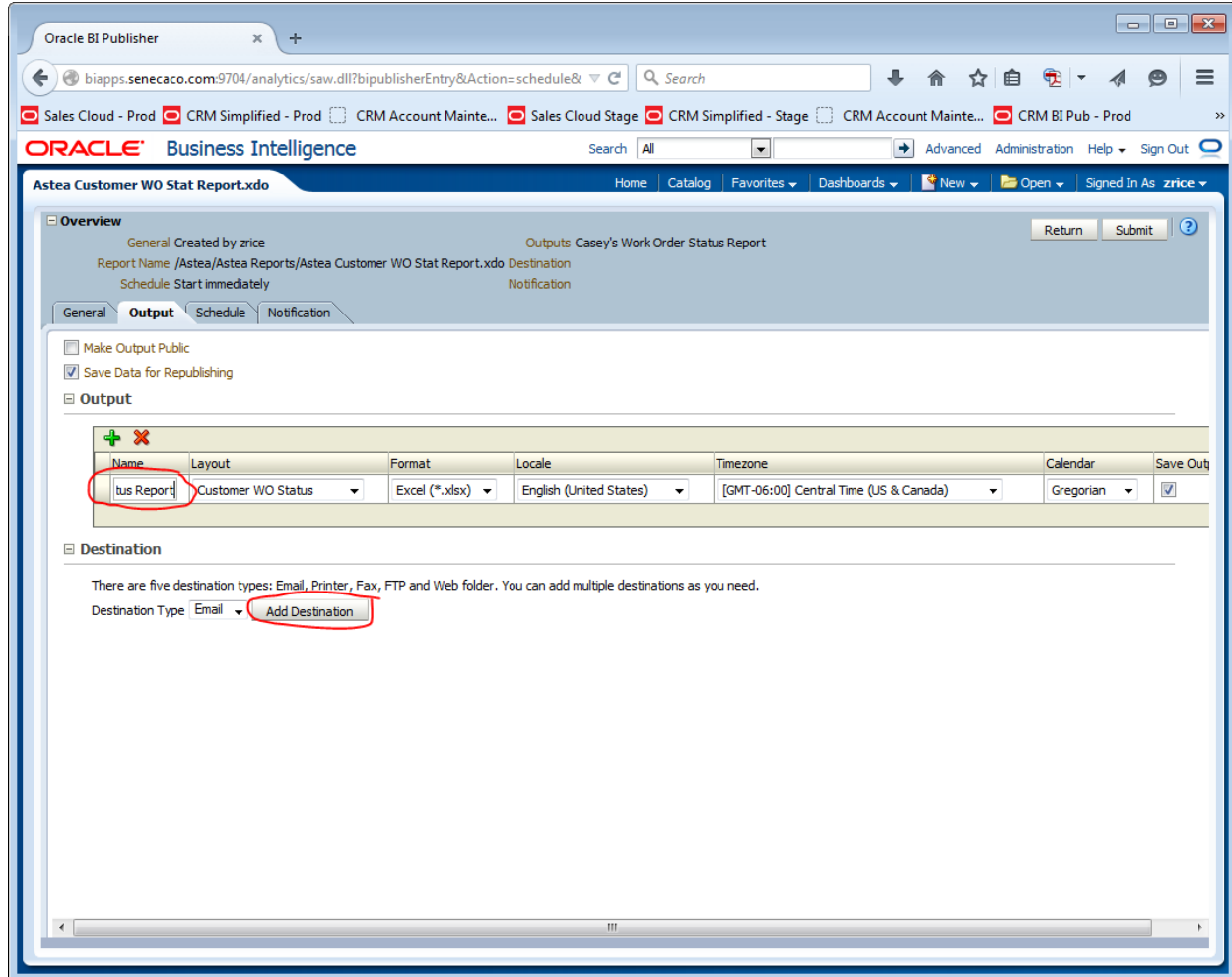
3) Click on Schedule



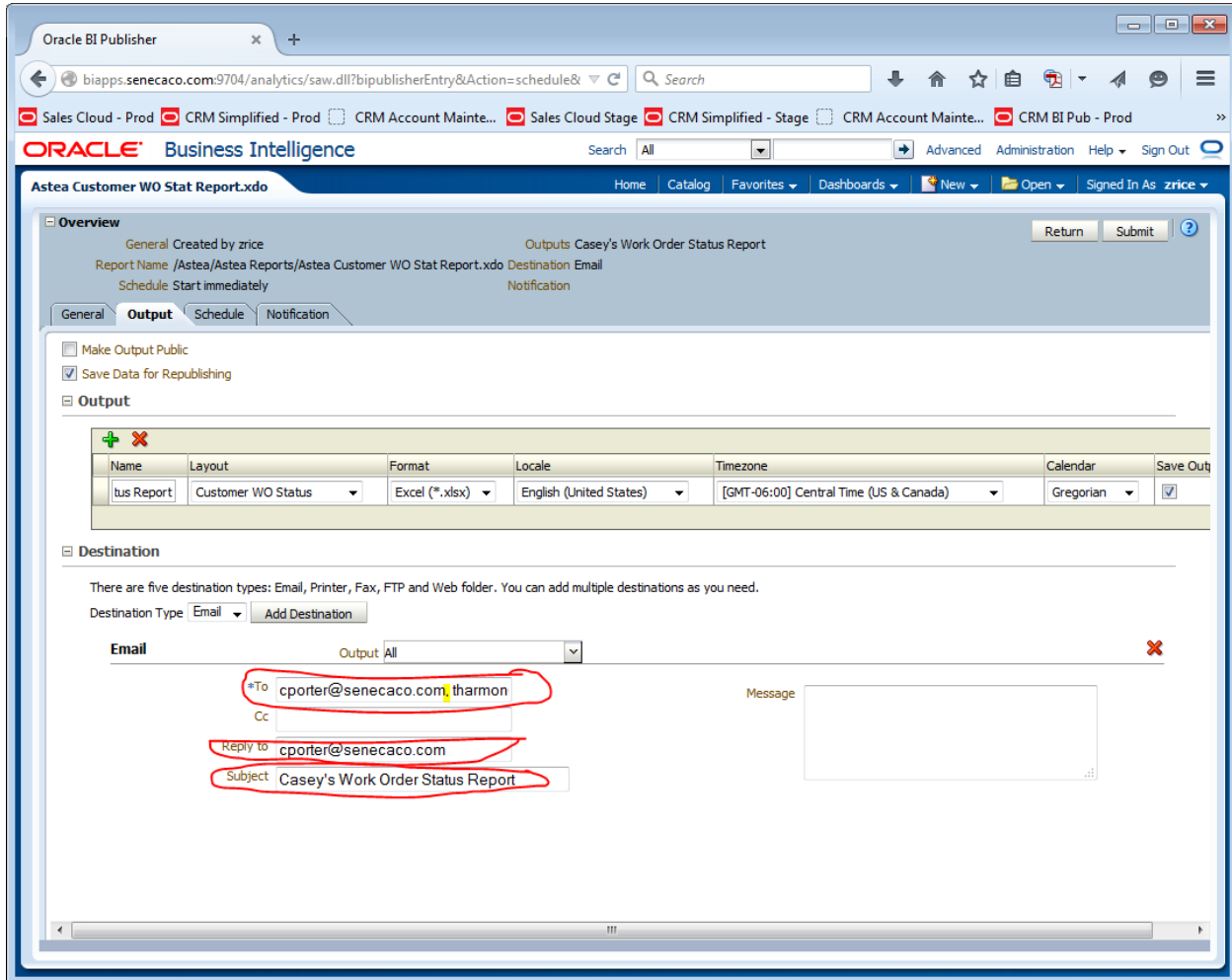
- 4) A new screen will appear. It will open on the **General tab**.
 - a. If your report has a filter on it you can **select the parameters** for that now.
 - i. Below I have filtered this job to only run for the customer Casey's Service.



- 5) Next, Select the **Output tab**.
 - a. Here you will **enter the name you want the file to have** where the first red circle is.
 - i. I named this report Casey's Work Order Status Report.
 - b. After you name the file make sure the Destination Type is set to Email
 - c. Click **Add Destination**



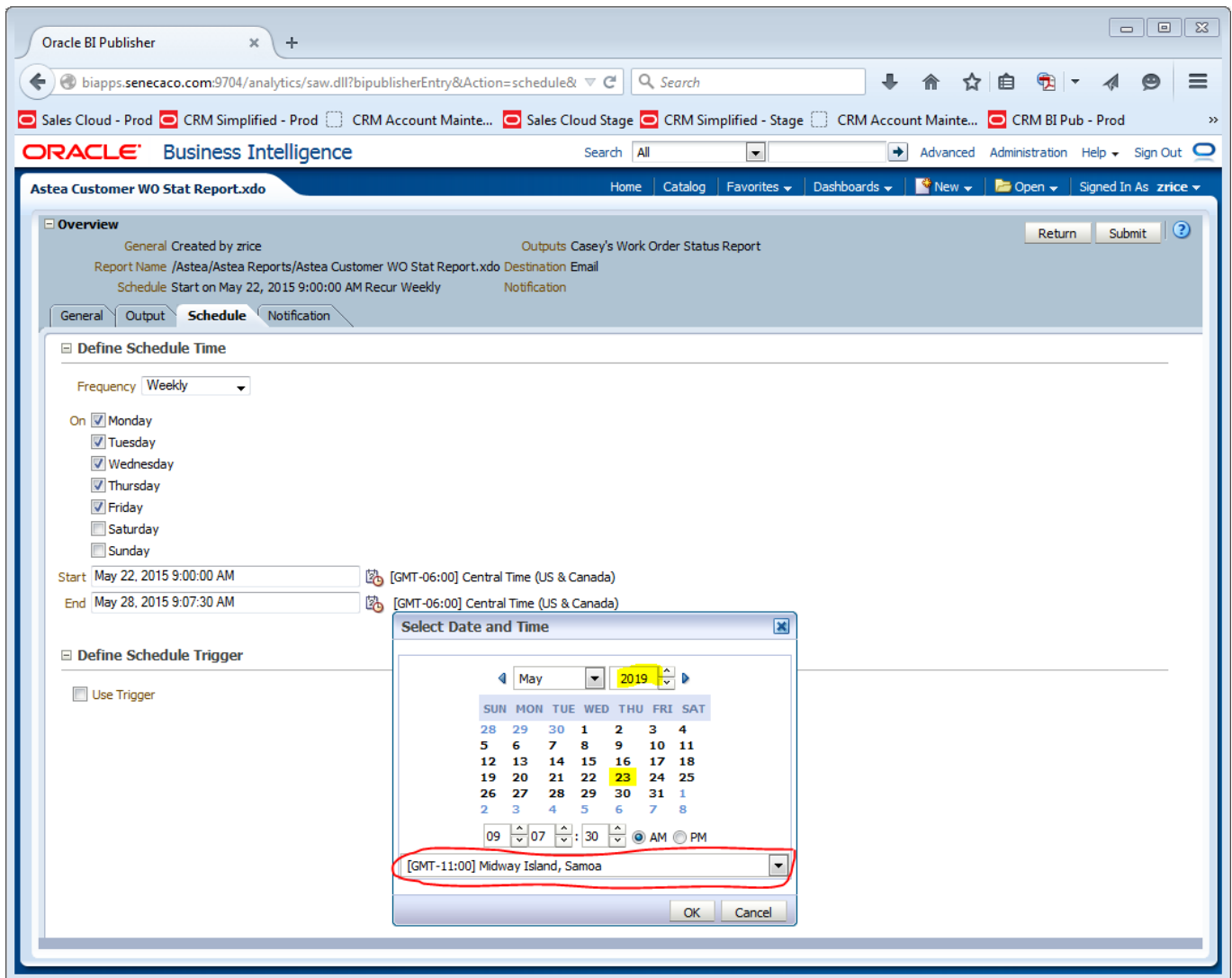
- 6) After you select Add Destination some fields will appear.
 - a. In the **To** field you enter the email address(es) you want to send the report to.
 - i. If you insert multiple emails addresses you will need to **separate them using a comma (,)**.
 - b. The **CC** field is optional, you'll want to put in your email address as the reply to in case someone needs to reply to the email.
 - c. The **Subject** should be descriptive, in this case I used the same name as the file.
 - d. You can type in a **Message** if you'd like as well.



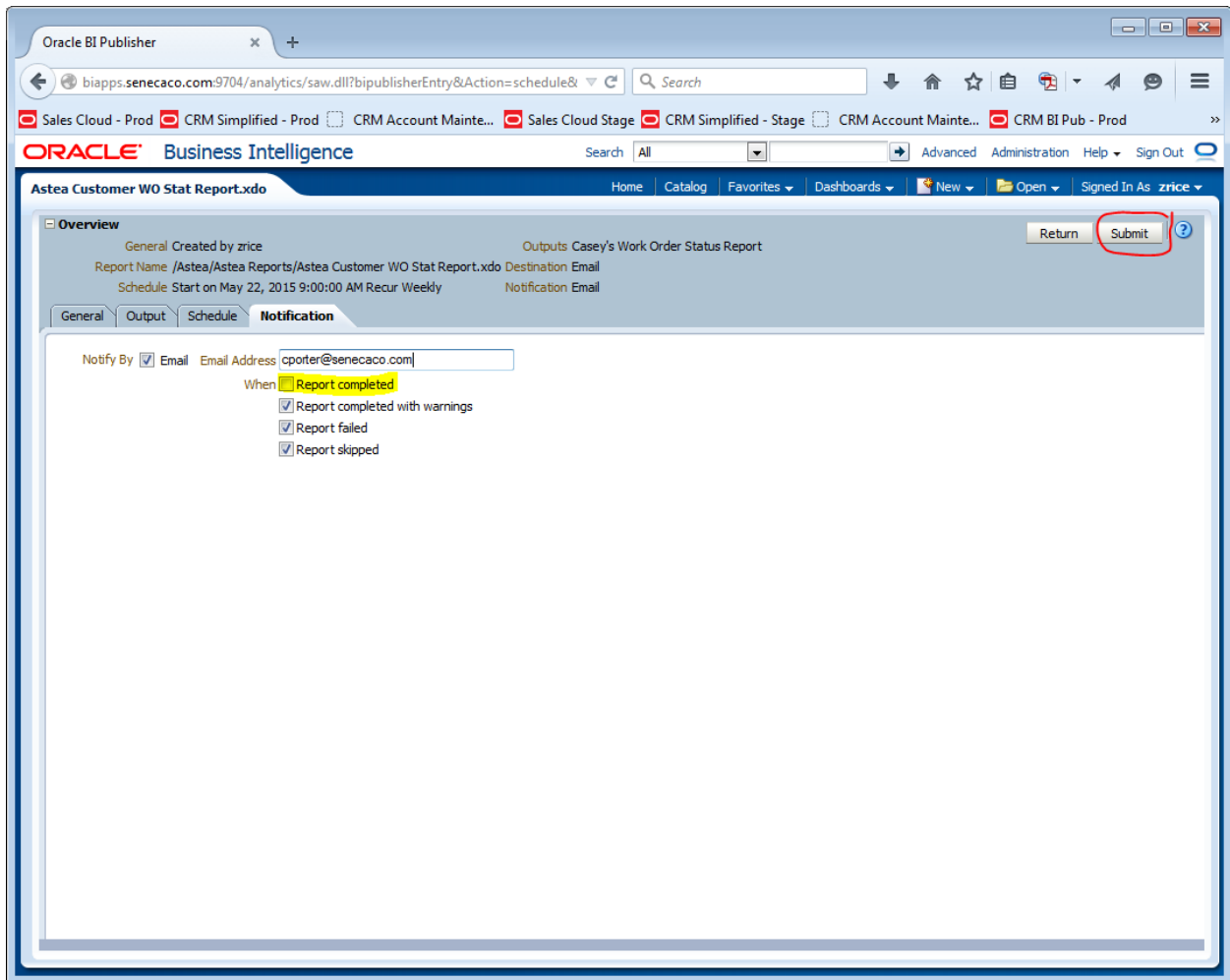
- 7) Next, select the **Schedule tab**.
 - a. First select how often you want the report to run
 - i. I selected weekly so that I can choose only to have it run M-F
 - b. Next select the start Date
 - i. This date must be in the future
 - ii. If you want it to start today select a later time during the day, even just a few minutes later.
 - iii. Make sure that you select the **correct time zone**.
 - iv. Click **OK**

The screenshot shows the Oracle BI Publisher interface for scheduling a report. The 'Schedule' tab is active, and the 'Define Schedule Time' section is expanded. The 'Frequency' is set to 'Weekly' (circled in red with a '1'). The 'On' days are checked for Monday, Tuesday, Wednesday, Thursday, and Friday. The 'Start' time is 'May 21, 2015 10:07:30 AM' (circled in red with a '2'), and the 'End' time is 'May 28, 2015 9:07:30 AM'. A 'Select Date and Time' dialog box is open, showing the month 'May' and year '2015' (circled in red). The calendar shows the 21st and 22nd highlighted. The time is set to '9:00 AM' (circled in red). The time zone is '[GMT-06:00] Central Time (US & Canada)' (circled in red).

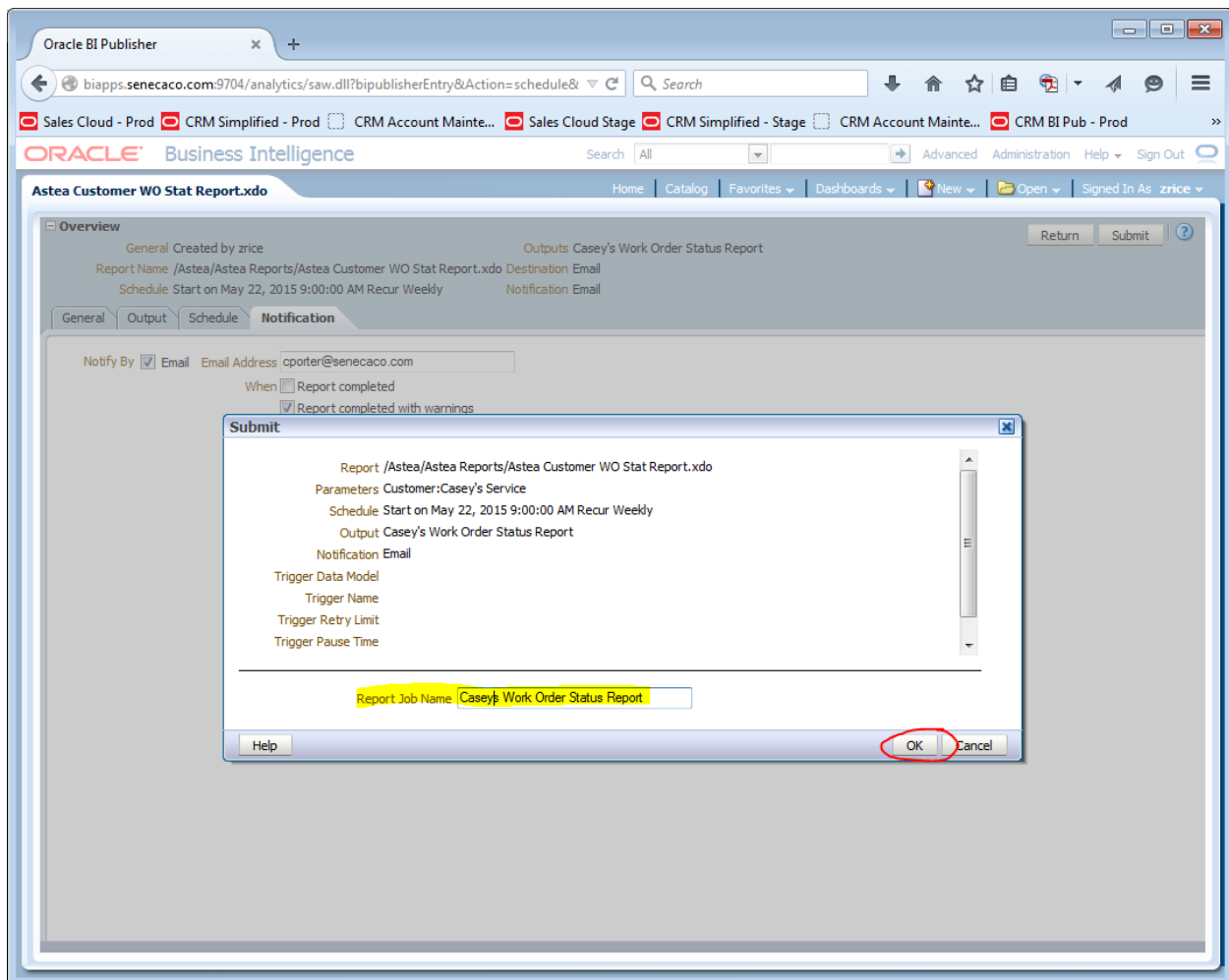
- 8) Next you'll want to select an **ending time**.
 - a. If you want the report to run for an extended period click up on the year until you've gone as far out as you feel is necessary.
 - i. I usually set long term jobs to run until 2021
 - b. Be sure to **click on a day of the month**.
 - c. Also be sure that you select the **correct time zone**
 - i. This example needs changed to Central Time



- 9) Next select the **Notification Tab**
 - a. Make sure all the check boxes are checked **except Report Completed**
 - i. I always uncheck this one as you don't really need to know if it was successful, only if there were problems.
 - b. Enter **your email** address
 - c. Select **Submit**

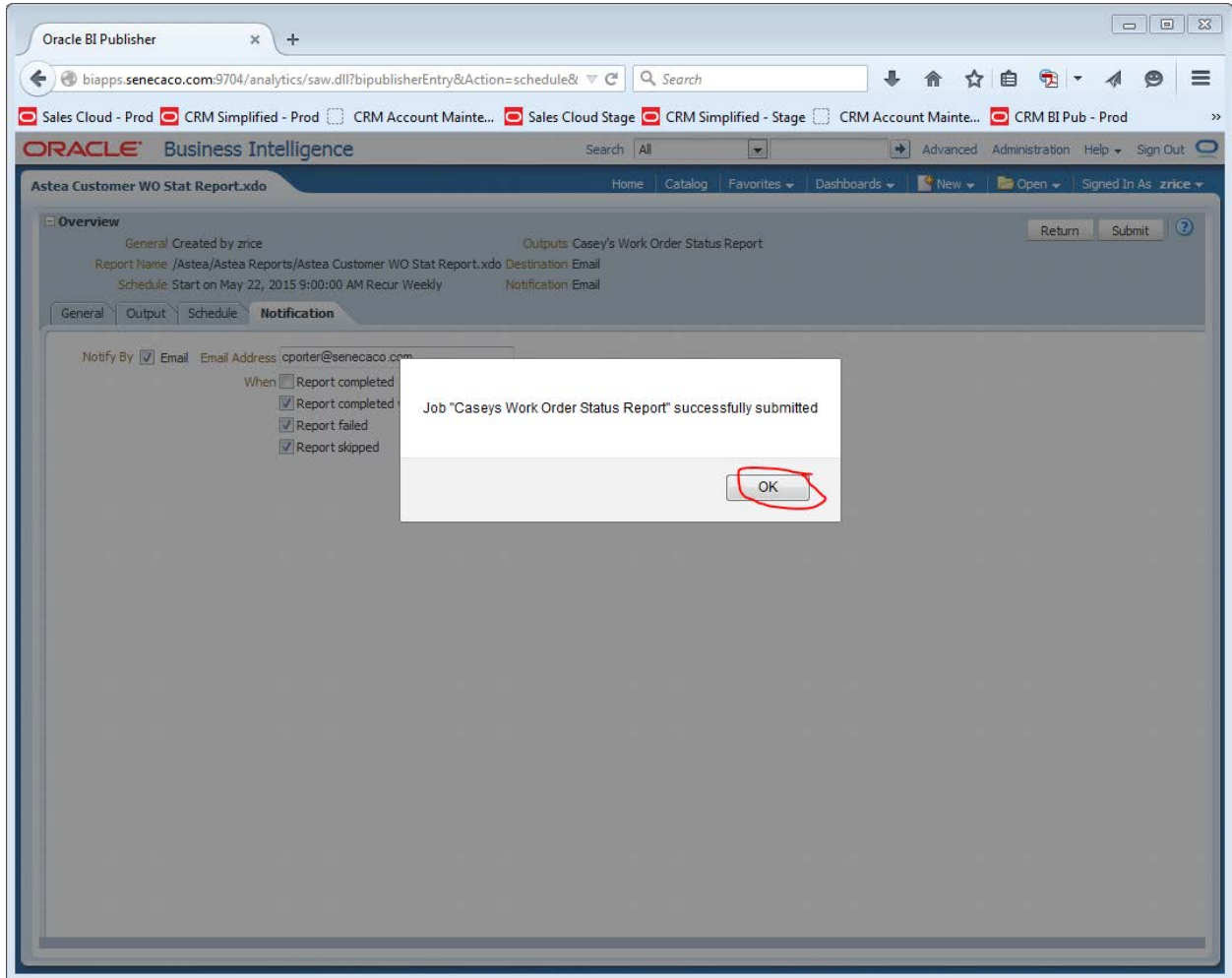


- 10) Type in a **name for the Job**, you'll want to be descriptive. Click **OK**
- a. You can't use special characters in the name. (, ' " * & \$ %) etc...



11) Click **OK**

12) Click on the **Home** link at the top of the screen



13) On the left side of the screen select **Report Jobs**

The screenshot shows the Oracle Business Intelligence Home page. The browser address bar displays the URL `biapps.senecaco.com:9704/analytics/saw.dll?bieehome`. The Oracle Business Intelligence logo is visible at the top left. The page is divided into several sections:

- Home**: Navigation tabs for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As `zrice`.
- Create...**: A list of report creation options including Analysis and Interactive Reporting, Published Reporting, Actionable Intelligence, Performance Management, and Marketing.
- Browse/Manage...**: A list of content categories. The **Report Jobs** option is circled in red.
- Get Started...**: Links to Introduction to Oracle BI, Oracle BI EE Documentation, Download BI Desktop Tools, Help Contents, and Oracle Technology Network.
- Recent**: A list of recently accessed reports such as Astea Customer WO Stat Report, Astea Work Orders Without Mo..., Astea Tax II Report, Astea Tax II DM, Astea Resolved Queue, Chargability DM, and Astea Resolved Report.
- Most Popular**: A list of popular reports including Seneca Companies Dashboard, Billing Recap Report, and Supervisor - Time Sheet Report.

14) You should see your newly created job as well as the start and end time.

15) You can click the **pencil icon** on the right to **edit the job** and make any changes you need to.

Oracle BI Publisher

biapps.senecaco.com:9704/analytics/saw.dll?bipublisherEntry&Action=schedules

ORACLE Business Intelligence

Manage Schedules

Last Refreshed Thu May 21, 2015 08:19:16 AM Central Standard Time

Select time zone to view jobs: [GMT-06:00] Central Time (US & Canada)

Filters

Report Job Name: Contains [] Start Time: Equals Or Later Than [] Owner: Equals [] zrice

Report Name: Contains [] End Time: Equals Or Earlier Than [] Scope: All []

Status: All []

Search [] Reset []

Report Jobs

Report Job Name	Report Name	Status	Start Time	End Time	Frequency	Owner	Scope	Edit	History
Caseys Work Order Status Report	/Astea/Astea Reports/Astea Customer WO Stat R...	Active	May 22, 2015 9:00:00 AM	May 28, 2015 9:07:30 AM	Repeats Weekly	zrice	Private		History